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A Routine of Reflection thru questions asked at different times

For each time frame:

Look Forward: What is your intention? What do you need to do differently?

Look Backward: What worked, what didn't, what have you learned?

Daily

1 minute

- What new thing did I try today?
- How did it go? What worked well, what didn't?
- What's the most useful thing I learned today?
- What opportunity did I miss?
- What am I most grateful for?
- What one thing will I do tomorrow to stretch my comfort zone?

Weekly

3-4 minutes

- What progress did I make last week? How satisfied am I with that?
- What do I need to focus on in the coming week?
- Where are my key opportunities to further my learning and development?

Monthly

5-10 minutes

- How am I doing on my development objectives? Am I satisfied with my progress?
- Do I need to do anything differently to continue making progress?
- What feedback do I want, who do I want it from, and how will I make sure I get it?

Quarterly

15-20 minutes

- What important lessons have I learned?
- In the past 3 months, have I made the kind of impact on myself and my world that I want to make?
- What are my key priorities for this coming quarter and what capabilities do I need to develop to achieve or fulfill them?
- What do I need to do differently to manage my personal growth and professional development more effectively?
- Where am I making excuses for something I need to take personal responsibility for?
- When do I need to make a big bet on doing something new or radically different?
- What are the signals that I should be looking for?

Annually

2-4 hours

- Is it worth one hour a year to take an honest assessment of my life, my priorities and what matters most to me and those I love?
- What's most important in my life? What really matters?
- How clearly do my actions and choices reflect those priorities?
- Where do I want to be a year from now? What do I need to do or learn to get there?
- What kind of person am I becoming? Who do I want to be? What values will I live by?
- Am I on the best path to become the person and live the life I want?
- How can I be more intentional about living my values and fulfilling my mission in life?

Annually

2-4 hours

- What kind of support do I need from others and where will I find it?
- What course corrections or changes in my life do I need to implement this year?
- What am I doing to renew, reinvigorate, and reinvent myself and my life?

Triennially

Deep reflection every 2-3 years

- Given how fast things are changing around me, is it time to disrupt myself? How long do I have, realistically, before my life or career is disrupted by something else if I don't?
- Given what I care about most deeply, what are the critical opportunities to capitalize on what will require me to pivot?
- Where am I at greatest risk? What am I holding on to that I need to let go of?
- Where am I most afraid of taking decisive action?
- What's the bold move I know in my heart I need to make?

Decadely

1 day every 5-10 years

- Who do I want to be? What values do I want to guide my life? How do I connect to my deepest mission and purpose?
- What kind of life am I living, and how does that compare to the life I want to live?
- What do I need to invest in over the next 3-5 years to accomplish or fulfill what matters most?
- What do I need to transform about myself or my life in order to accomplish my highest calling and purpose?

Adapted from: Peterson, D. B. (2010). Good to great coaching: Accelerating the journey. In G. Hertz-Broome & L. A. Boyce (Eds.), *Advancing executive coaching: Setting the course for successful leadership coaching* (pp. 83-102). San Francisco: Jossey-Bass.